

**City of Orrville, Ohio, Income Tax  
Instructions for Individual Tax Return, (form EZ)**

The City of Orrville has two individual income tax return forms. The EZ form, which may be used by individuals for situations such as: 1. Taxpayers having only W2 earnings which had city tax withheld. 2. Taxpayers that are recently retired. 3. Taxpayers on disability or 4. Taxpayers currently on active military duty. If you are going to owe tax to the city, you cannot use this return.

The other form is the IR form. The most common use of this form is reporting earnings that weren't fully taxed, income from rental activity, self-employment income, 1099 income, gambling or lottery winnings.

Both individual return forms can be found on the City's website [www.orrville.com](http://www.orrville.com). The forms are in PDF format and although the return cannot be filed electronically, it can be filled in and printed on your printer. After printing, attach all W2 forms, federal schedules and other documentation. Sign the return and mail to the Orrville Income Tax department.

The top portion of form EZ is for general information. Identifying information such as names, address, and residency status. Social security numbers are needed and should be entered at the bottom of the page. If you were a resident of Orrville for less than the entire calendar year, your earnings are subject to Orrville tax for the portion of time you were a resident. See "Partial Year Resident" section of the general information sheet.

After printing your name, address and residency status at the top of the return, check the box which describes your tax situation for the year. Attach any W2 forms or other documentation to support the return.

Sign and date the return, provide social security numbers and mail to:

CITY OF ORRVILLE  
INCOME TAX DEPARTMENT  
PO BOX 61  
ORRVILLE, OH 44667